

**LEWIS COUNTY GENERAL HOSPITAL  
HUMAN RESOURCES COMMITTEE**

**Date:** November 9, 2020    **Call To Order:** 3:10 p.m.    **Adjourn:** 3:35 p.m.

**Members Present:** Jessica Skiff.

Excused: Dick Chartrand, Jennifer Jones, and John Lehman.

**Guests present:** Neva Bossard, Jerry Cayer, Jeff Hellinger and Mike Young.

**Human Resources Department**  
**Mission and Vision Statement**

**Old Business:**

**The committee was provided a status update on the following topics:**

- Casual Position Function
- NH Bonus Program and Star Program
- Hanys Management Training Program

**New Business:**

• **Position Conversion**

**Certified Nursing Assistant**

Discussion: The committee was apprised of the need to convert one (1) part-time position card for a C.N.A with a salary range of \$13.57 - \$17.83 per hour into one (1) full-time position.

**Certified Nursing Assistant**

Discussion: The committee was apprised of the need to convert two (2) part-time position cards for a C.N.A with a salary range of \$13.57 - \$17.83 per hour into one (1) full-time position.

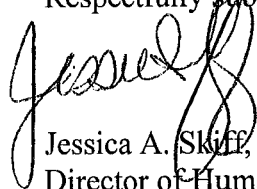
- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Quarantines, Employee Opinion Survey, Arbitration Status).

**Informational**

- Vacancy Report – This report was distributed to the committee members and guests and reviewed.
- New Hire and Employee Farewell listing
- Employee of the Month (November) – Teresa Allen, Physical Therapist

A motion was made by Mike Young to adjourn the meeting.

Respectfully submitted,



Jessica A. Skiff, PHR, SHRM-CP  
Director of Human Resources